PART 2006 - MANAGEMENT

Subpart Y - Commercial Off-the-Shelf Software

§2006.1201 <u>General</u>.

     This Instruction establishes procedures for the purchase and use of commercial off-the-shelf software.

§2006.1202 <u>Definitions</u>.

     <u>Commercial Off-the-shelf (COTS) software</u>. Software available on the open market for personal computers (PCs), portable computers (e.g., laptop or notebook), and multi-user processors (e.g., file servers). Examples of COTS software are Operating Systems, Internet World Wide Web (WWW) browsers, word processing, spreadsheet, database management, and communication packages -- either LAN-based, multi-user, or single user versions. For the purpose of this Instruction, COTS software excludes software residing on mainframes.

     <u>Freeware and shareware software</u>. Freeware is software available without charge and shareware software is that which is generally available for a minimal charge from a variety of sources such as the WWW, electronic bulletin boards, trade magazines, universities, other credit organizations, or extension services. Generally, this software is available without warranty or vendor support.

§2006.1203 <u>Policy</u>.

     (a) COTS software requiring payment for its use shall be obtained through normal procurement channels and licensing requirements shall be met, before that software is used -- unless the software has been provided by the vendor for "evaluation" or similar purposes.

     (b) Software shall be loaded, stored, or operated on RD computers for official Government business purposes. Supervisors may authorize employees to practice using software to develop the skills necessary to effectively use the software in the performance of their jobs. Software to be used solely for an employee's personal use shall not be loaded on RD computers.

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(c) COTS software is permitted for any official task, except to determine eligibility for loans, grants, or related loan making or servicing actions, unless authorized for such use in writing by the senior manager (Assistant or Deputy Administrator level) of that program.

(d) The Chief Information Officer shall periodically issue an unnumbered letter which identifies RD standard COTS software, such as Microsoft Office. (The Centralized Help Desk or other RD Help Desks may not be able to provide technical support for non-standard software.)

(e) State Directors, Division Directors, and Staff Directors (and above) shall ensure that:

    (1) COTS software is tested for viruses before use and is compatible and does not interfere with, existing RD official software and hardware configurations. No freeware should be loaded without permission of at least the first level supervisor and both "freeware and shareware" should be tested for viruses before any use takes place. Virus testing shall use virus scanning software or other technical methods as prescribed in Instruction 2006-Z Information Systems Security;

    (2) If the CIO has identified a standard COTS software package for RD use, competing COTS software shall not be purchased.

§2006.1204 <u>Purchase of COTS</u>.

State or organizational unit funds may be used for COTS software purchases. COTS software shall be purchased in accordance with Instruction 2006-EE, IRM Technical Approval Process.

§§2006.1205 – 2006.1250 [Reserved]

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